Prospect Vendor Pre-Registration

- 1. Navigate to https://www.thekrogerco.com/
- 2. Click **Suppliers** (A).
- 3. Click Become a Supplier (B).

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4. Click the word "here" (C).



- 5. Enter your **Company Name** and **EIN/Taxpayer ID** (D).
- 6. Enter your **Email, First Name, Last Name**, and **Phone Number** (E).
- 7. Click **Submit** (F).

KROGERTECHNOLOGY iSupplier Portal		1 🗘
Company and Contact Information		F Submit
* Indicates required field		
Complete the following information to pre-register with Kroger to be considered as a prospect. After you provide the information below, you'll receive an email with additional instruction.		
Company Details		
Company Name * Company Name * EIN/Taxpayer ID Enter a Social Security Number only If you do NOT use an Employer Identification Number (EIN) for U.S. federal tax purposes. Contact Information		
Please enter your preferred contact information for the Kroger team to contact you		
* Email * First Name * Last Name * Phone Number		

If the page displays an error message that the e-mail address is already in use or the Company Name already exists, check with your organization to see whether anyone has already submitted this form. If so, ask them to add you as a user on the account.

If you have a contact at Kroger, you may reach out to them to request Kroger add you as a contact on the appropriate vendor profile.

Next Steps

You will receive a "Welcome to Partner Pass" email from <u>noreply@okta.com</u> with instructions for accessing Supplier Hub via Partner Pass, our single sign-on dashboard.

Note: If you do not receive your email from <u>noreply@okta.com</u>, check your junk/spam folder. If you still did not receive it, send your email address to <u>PartnerPassRequests@kroger.com</u> and request that the activate Okta email be re-sent.

Please have the following items ready in order to complete your registration process in Supplier Hub:

- D&B D-U-N-S® Number-if you don't know your number, visit the D&B website
- W-8/W-9 form
- Verification of insurance
- Food safety certifications
- Compliance and regulatory documentation

Note: The Kroger Supplier Engagement Group is unable to provide assistance to prospect vendors. Prospects should refer to the help documentation to complete and submit their registration.

For additional information, please see:

- Partner Pass information page
- Partner Pass help page
- Download the Okta Verify App to Login to Partner Pass
- Supplier Hub information page
- Supplier Hub help page
- Prospect Vendor Registration Guide

If you need assistance completing your profile, click the words "**click here**" (G) on any page in Supplier Hub to access help documentation.

KROGERTECHNOLOGY Supp	lier Management 🕋 🕥 ★ 🌼 Logged In As SA66095
Suppliers	
Quick Update	Suppliers: Home > Update George Amaral Ranches, Inc 3075593: Quick Update
Company Profile	* Indicates required field
Organization	Organization Name George Amaral Ranches, Inc. Dun & Bradstreet (DUNS) Number 794542084
Categorization	Vendor Onboarding Status: Prospect Registration Complete
Legal Information	Hide instructions Welcome Kroger Supplier Hub! Use the menu on the left to go to the desired section, or use the buttons at the top right of the screen to navigate between sections.
Diversity	If this is set into accessing the Supplier Hub or you would like to review information on completing and maintaining your profile, please click the link to our overview and tutorials page: click here
Organization Contacts	To ensure proper routing of purchase orders, click on 'Create Order Address' in the "Remit & Order Address Book".
Remit & Order Address Book	